

<p style="text-align: center;"><b>EXPEDITED CHILD SUPPORT PROCESS</b> <b>INSTRUCTIONS FOR EX PARTE REQUEST FOR SERVICE</b></p>
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### **Who May Use This Form?**

The “Ex Parte Request and Affidavit in Support of Service Upon a Party” can only be used by a party in a IV-D case. A IV-D case is where at least one party to the action is receiving or has received public assistance from a county or has requested services for the collection of child support from the county. This form is used when a party is bringing some type of legal action regarding child support and needs to serve the other party and the address of that other party is unknown or unavailable. By filing this form with the court, you will be asking the court to issue an order that requires the county agency (the county attorney or county child support office) to serve your legal papers upon the other party.

### **How Do I Make A Request For Ex Parte Service?**

1. Fill out the “Ex Parte Request and Affidavit in Support of Service Upon a Party” form completely. Type your answers or print neatly using dark ink. Court personnel and the county attorney's office cannot help you fill out these forms.
2. Fill in the information at the top of the form. The information to fill in the boxes and blanks at the top of the form can be found at the top of your current child support order or your divorce or paternity decree, including the county name, the court file number, and the names of all the parties.
3. Copy the names of the parties in the exact same order as they appear on your current child support order or your divorce or paternity decree. If you are the Petitioner/Plaintiff in the current order or decree you will be the Petitioner/Plaintiff in this motion. If you are the Respondent/Defendant in the current order or decree you will be the Respondent/Defendant in this motion.
4. In the Affidavit section you must check the appropriate box and explain to the court why you need an order for service.
5. Sign, date, and print your name and address on the form.
6. Detach this instruction sheet before filing the form with the Court Administrator.

### **Service**

This form does not have to be served on any of the parties.

### **File The Forms**

File your “Ex Parte Request and Affidavit in Support of Service Upon a Party” with the Court Administrator.

### **Decision**

After the child support magistrate or judge reviews your request, an order will issue either granting or denying your request. You will receive a copy of the order.

### **Service on the County Agency**

If the court grants your request, you must give a copy of the order granting service along with a copy of the legal documents to the county attorney’s office so the county agency can serve your legal documents upon the other party.